



# Office of the Governor

## Government of Guam

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### STANDARD OPERATING PROCEDURE

DIVISION/SECTION:  <b>POLICY DEPARTMENT</b>		
NUMBER: SOP2019-___	DATE OF ISSUE: April 15, 2019	EFFECTIVE DATE: April 15, 2019
SUBJECT:  <b>POLICY DEPARTMENT – Policies and Procedures</b>		

#### Purpose

Develop and recommend policy positions and implement policy strategies that move forward priorities for the Administration.

#### Priorities

- 1) Guam Legislature
  - a. Maintain relationship with Senators
  - b. Respond to Senator requests/inquiries
  - c. Advocate for Administration's priorities.
    1. Identify local opportunities/concerns and develop strategies.
- 2) Federal
  - a. Maintain relationship with Congress/White House/Federal Agencies
  - b. Coordinate Administrations' strategies with Guam's Representative to Congress.
  - c. Advocate for Administration's priorities
    1. Identify Federal opportunities/concerns and develop strategies.
- 3) GovGuam Departments/Agencies/Commissions
  - a. Maintain relationship with Departments/Agencies/Commissions
  - b. Respond to Department/Agency/Commission requests/inquiries.
  - c. Coordinate Administration's priorities with Departments/Agencies/Commissions.
  - d. Support Department/Agency/Commission responses to the Legislature.

- 4) Non-Governmental Entities
  - a. Maintain and foster relationship with relevant non-governmental entities – industry groups, non-profits, community advocacy groups.
  - b. Maintain awareness of non-governmental entities' policy priorities.
- 5) Communications
  - a. Coordinate with Communications Team to develop Administration talking points, statements, and media inquiry follow-ups.
  - b. Track controversial media policy-related topics and provide context/recommendations as needed and requested.
- 6) Miscellaneous
  - a. Projects as assigned by Governor, Lt. Governor, Chief of Staff, Deputy Chief of Staff.

### **Tasks**

- 1) Daily Brief (LT – Lead)
  - a. Submit daily brief to Governor/Lt. Governor/COS/DCOS by 4pm daily.
- 2) Governor meetings.
  - a. Provide Policy Team coverage at Cabinet meetings as assigned/requested.
- 3) Department/Agency legislative meetings/hearings (AC – lead)
  - a. Attend meetings/hearings to support Departments/Agencies and coordinate Administration's strategies as needed.
- 4) Legislation (LT – lead)
  - a. Track bills and recommend Administration positions.
- 5) Letters (MT – lead)
  - a. Draft/Finalize Administration letters as assigned/necessary.
- 6) Bi-Weekly Majority Senators' Breakfast (LT – lead)
  - a. Prepare talking points/memo for Governor.
  - b. Follow-up with Senator requests/inquiries.
- 7) Legislative Review Committee Process (MT – lead)
  - a. Coordinate with appropriate offices/staff on Legislative Review Committee.
- 8) Agency Legislative Updates (MT – lead)
  - a. Provide agencies with bills introduced and upcoming hearings.
- 9) Coordinate efforts with Chief Advisors (MT – lead)

## **Communications/Changes Anput**

1. Regular Policy Meetings
  - a. Mondays (8:30am) – Prioritize tasks/projects for the week
  - b. Tuesdays (2:00pm) – Review weekly agency reports for potential flags/follow-up (email check-in only)
  - c. Fridays (2:00pm) – Review actions/tasks/concerns from the week and flag any additional follow-up; staff check-in
2. Open door policy – Address issues internally first if possible and then refer to HR as requested/needed

## **Daily Brief**

- 1) The Daily Brief provides the Governor, Lt. Governor, Chief of Staff, and Deputy Chief of Staff with a snapshot of the day. It is compiled by the Policy Team (led by Policy Advisor) and submitted to Chambers by 4pm daily. The Daily Brief includes:
  - a. Schedule for the following day
  - b. Media Headlines
  - c. Policy Update
    1. Bill Analysis (initial/short analysis of bills introduced that day)
    2. Policy Meetings (meeting summary and actions/follow-up)
    3. Agency Requests/Urgent Matters (requests and actions/follow-up)
    4. Senator Requests/Urgent Matters (requests and actions/follow-up)
  - d. Legislative Hearings (info on upcoming hearings and bill background/analysis)
- 2) Additional sections of the Daily Brief are included periodically and as needed:
  - a. Weekly Agency Reports (on Fridays)
  - b. Policy Team Memos
    1. Included to provide a more thorough analysis on issues, bills, and initiatives
  - c. Governor Remarks/Talking Points
    1. Drafts provided by Communications/Policy for review and approval
  - d. Meeting Notes
    1. Notes from Gov/Lt. Gov standing Cabinet meetings compiled by Policy Advisor and Senior Policy Advisor and reviewed by agencies in attendance for accuracy
  - e. Legislative Session Update
    1. Includes session agenda, bill analysis, agency testimonies, and votes/bill status

### **Bi-Weekly Majority Senators Meeting**

The Policy Team provides a memo for the Governor two days prior to the Breakfast. If Chambers requests additional information or edits, a revised memo is submitted the day before. The memo includes:

1. Talking Points – based on recent cabinet meetings, agency reports, and media hot topics
  - a. Healthcare
  - b. Public Safety
  - c. Finance
  - d. Land, Housing and Infrastructure
2. Bill Analysis (introduced since the last meeting)
3. Public Hearings update

### **Letters/Correspondence**

The Policy Team is assigned various types of letters/correspondences, including response letters, meetings follow-up letters, inquiries, and administration-initiated letters. The draft process includes:

1. Request made from Chambers to the Policy Director.
2. Assigned to staff (including Policy Director) to draft.
3. Appropriate agency/staff is consulted to provide input and review.
4. Final draft reviewed by Policy Director and submitted to COS/DCOS for approval.
5. Policy advisor provides original document to Central Files for archiving and mailing (if necessary).

### **Speeches/Remarks/Talking Points**

1. Request made from Chamber to the Policy Director.
2. Assigned to staff to draft (including Policy Director).
3. Appropriate agency/staff is consulted to provide input and review.
4. Final draft reviewed by Policy Director and submitted to COS/DCOS for approval.
5. Policy Advisor provides final speech/remarks to Chambers or is included in Daily Brief.

### **Speeches/Remarks/Talking Points**

The Legislative Review Committee (“LRC”) process is meant to provide a final recommendation to the Governor on the Administration’s position on bills considered/voted on by the Legislature with input provided by the relevant agencies, legal, and policy.

1. Policy/Legal determines LRC process warranted based on upcoming legislative sessions, hot/controversial issues, external requests, and chamber requests/interests.
2. Policy/Legal determines relevant agencies/staff to participate in LRC process.
3. Legal sends LRC meeting request to relevant agencies to be held within two days.
4. Policy identifies documents and other background material needed for bill analysis.
5. After the meeting, Policy determines whether an additional meeting is necessary.
6. Policy drafts final LRC memo
  - a. Policy Advisor or Senior Policy Advisor prepares draft that is reviewed finalized by Policy Director.
  - b. Policy Director submits final LRC Memo draft to Legal for final review.
  - c. Legal submits final LRC memo to the Governor.

### **Agency Legislative Updates**

The Policy Team provides a daily update to agencies on bills introduced and upcoming hearings in order to flag potential legislative impacts to the relevant agencies on potential testimony requests/opportunities, and ensure the coordination between agencies and Adelup.

### **References:**

Sample *forms/templates* – attached.

Policy Department

Legislative Review Committee – Standard Operating Procedures

Daily Brief Report

\*\*\*subject to change with notice\*\*\*

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